



## **Job: Business Intelligence (BI) Analyst I**

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| <b>Date of Issue</b> | April 2025          | <b>CBU</b>        | UMPSA             |
| <b>Position No.</b>  | 00022277            | <b>Job Family</b> | 1-Info Technology |
| <b>Department</b>    | SITCES              | <b>FLSA</b>       | Exempt            |
| <b>Campus</b>        | University Services | <b>Wage Grade</b> | 03                |

### **Primary Purpose of Position**

The Business Intelligence (BI) Analyst I works closely with team members, IT personnel, and functional area end-users to support the development and maintenance of University of Maine System (UMS) reports and dashboards. These outputs are designed to fulfill internal and external reporting requirements and to support data-informed decision-making by UMS administrators and stakeholders.

This position is responsible for collecting, analyzing, and interpreting complex data sets to generate actionable insights that enhance operational efficiency, support institutional effectiveness, and align with strategic goals. The BI Analyst I specializes in creating dashboards, visualizations, and reports to promote transparency, facilitate trend analysis, and enable data-driven decision-making across the organization.

In addition to report development, this role supports data visualization and quality assurance processes to ensure accuracy and integrity of reporting outputs. This position contributes to documentation efforts related to data definitions, reporting standards, and business logic to promote consistency and support knowledge transfer within the team.

The BI Analyst I also collaborates with stakeholders to understand reporting needs, identify opportunities for automation or process improvement, and support a culture of continuous improvement in data use and reporting practices.

### **Essential Duties**

1. Develop data reports and visualizations tailored to meet the diverse needs of institutional stakeholders, supporting both operational and strategic decision-making.
2. Design and build advanced, interactive dashboards that enable secure data discovery and self-service exploration by end users across the university.
3. Collaborate with stakeholders to gather detailed requirements and specifications for analytical reporting deliverables, ensuring alignment with enterprise data and reporting standards.
4. Apply systematic validation methodologies, including triangulation of multiple data sources and end-user collaboration, to ensure the accuracy, reliability, and relevance of reports and visualizations.
5. Implement and uphold data quality assurance protocols and validation processes in accordance with established data governance frameworks and best practices.

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6. Create, maintain, and continuously improve documentation for analytical reporting tools, including usage guides, report inventories, data definitions, and user documentation tailored to various audiences and levels of technical proficiency.
7. Perform other reasonably related duties as assigned.

### **Nonessential Duties**

None.

### **Supervisory Responsibilities**

None.

### **Reporting Relationship**

Reports to the Business Intelligence and Data Warehouse (BI & DW) Team Lead.

### **Knowledge, Skills, and Abilities**

#### **Required:**

- Strong attention to detail with a consistent commitment to data accuracy and integrity.
- Ability to understand analytical questions, identify relevant data elements, and design visualizations that effectively communicate insights.
- Intellectual curiosity and the ability to ask thoughtful follow-up questions based on initial inquiries and data exploration.
- Excellent analytical, organizational, critical thinking, and quantitative reasoning skills.
- Strong problem-identification and problem-solving capabilities in data-driven environments.
- The ability to collaborate effectively across teams and workgroups to achieve shared outcomes.
- Self-motivated, resourceful, and able to manage time and competing priorities independently.
- Excellent verbal and written communication skills, with the ability to explain complex data concepts to non-technical audiences.
- Outstanding interpersonal and customer service skills, with a commitment to user-centered service delivery.
- Willingness to adapt to evolving technologies, tools, and data environments.
- Commitment to continuous improvement and staying current with trends in data analytics and reporting.

### **Qualifications**

#### **Required:**

- Bachelor's degree in Computer Science, Information Systems, Statistics, Data Science, or a related field or an equivalent combination of education and experience.
- Minimum of 2 -3 years of progressive experience in business intelligence, data analytics, or a related field.



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- Demonstrated experience presenting data analyses through various mediums such as dashboards, visualizations, and reports.
- Proficiency in SQL for data querying and manipulation, as well as a solid understanding of core database concepts.
- Experience with data querying, aggregation, and working with large data sets.

### **Preferred:**

- Experience using relational database management systems (RDBMS) such as Oracle or SQL Server for data analysis and reporting.
- Familiarity with Microsoft BI, PeopleSoft PS Query, or similar reporting tools.
- Experience working in a higher education environment and an understanding of higher education data, systems, and reporting needs.
- Knowledge of data governance, privacy standards, and best practices for handling institutional data.

**Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.**

### **Signatures**

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_